



**OFFICE OF THE CHIEF PROCUREMENT OFFICER
COUNTY OF COOK**

118 NORTH CLARK ST. ROOM 1018
CHICAGO, ILLINOIS 60602-1375
(312) 603-5370

THIS PURCHASE ORDER NUMBER
MUST APPEAR ON ALL PACKAGES,
INVOICES, SHIPPING PAPERS AND
DROP SHIPMENTS.

PURCHASE ORDERED ISSUED TO
776732

Neopost Inc
25880 Network Pl
Chicago IL 60673-1258

DATE
11/5/2014
F.O.B. POINT

PURCHASE ORDER NO.
190077 - 000- OP
REQUISITION NO.
00115455 OR

COOK COUNTY FEIN: 36-6006541
ILLINOIS SALES TAX EXEMPT: E-9998-2013-04
FEDERAL EXCISE TAX EXEMPT CERT: 36-75-D038K

SHIP TO Board of Review (Tax Appeals)
Cook County Building
118 N. Clark Street RM 608
Chicago IL 60602-1304

DELIVERY INSTRUCTIONS

Bruce Sutchar

312-603-6649

DEPT NO

0501254

Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	Maintenance for mail machine, toning and repair services Maintenance Contract for mail machine 11/17/14 - 11/16/15	1.00 UN	4,500.0000	4,500.00	0501254.520270
2.00	Maintenance for folding machine, toning and repair services Maintenance Contract for folding maching 11/25/14 - 11/24/15	1.00 UN	4,500.0000	4,500.00	0501254.520270
3.00	Rental of postage meter Annual Rental of Postage Meter 11/17/14 - 11/16/15 Contact: Bruce Sutchar 312-603-6649 Board of Review 118 No. Clark Street Room 608	1.00 UN	800.0000	800.00	0501254.520270
***** Total Order *****				9,800.00	

NOTE: VENDOR AGREES NOT TO EXCEED THE QUANTITY OR DOLLAR AMOUNT OF THIS ORDER WITHOUT WRITTEN AUTHORIZATION FROM THE CHIEF PROCUREMENT OFFICER

RECEIPT CERTIFICATION (FOR DEPARTMENT USE ONLY)

I hereby certify that I have received the goods/services reflected above and that the items referenced are in full conformity with the purchase order/contract.

Authorized Signature: _____

Date: _____

I hereby certify that this purchase is in agreement with the requisition on file authorizing the expenditure and is properly approved.

CHIEF PROCUREMENT OFFICER

Date: _____

Shirley E. M. 23 March 2015

CP

Purchase Requisition

Office of the Purchasing Agent

Cook County of Illinois

Requisition # **OR 115455** Contract # **1426-14147** Open Date

Ship To: 8000200 Board of Review (Tax Appeals) Delivery Instructions: Supplier: 776732 Neopost Inc
 Cook County Building Bruce Sutchar 25880 Network Pl
 118 N. Clark Street RM 608 312-603-6649 Chicago IL 60673-1258
 Chicago IL 60602-1304

Buyer Number
 Bid/Sole Src Code NCR
 Business Unit 0501254
 Internal Req Number 1350 0009
 Board App Date & Item
 Requisition Date 10/16/2014
 Date Needed 10/16/2014

One Time Purchase Yes No Coven's Need for months. Specific Period of time thru Prior Contract No. Expiration Date Emergency No.
 Line # Commodity Description Bal. on Hand Quantity UOM Est. Unit Cost Extended Cost Business Unit and Object Account

1.000 928	Mice, for mail machine and Maintenance Contract for mail machine 10/17/14 - 10/16/15 Maintenance Contract for folding machine 10/25/14 - 10/24/15 Annual Rental of Postage Meter Contact: Bruce Sutchar 312-603-6649 Board of Review 118 N. Clark Street Room 608	TONING AND REPAIR SERVICES FO	<	>	2.00 UN	4,500.0000	9,000.00	0501254,520270
2.000 981	Rental of postage meter	GENERAL EQUIPMENT	<	>	1.00 UN	800.0000	800.00	0501254,520270

Total of Items Ordered 9,800.00

Recommended Supplier List: A/B Number Supplier Name
 776732 Neopost Inc

CERTIFICATION

I hereby certify that the items and/or services above are necessary to this department (or institution) and that the date, no. account & activity numbers indicated above accurately reflect the specific line item budget appropriation approved by the Board of County Commissioners and there is a sufficient unencumbered balance in the account to grant same

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

REQUISITIONER

SURREAU OF DEPARTMENT HEAD

ACCT #
 DATE BY

Bruce Sutchar
 Bruce Sutchar